



SALARY REFIGURE AUTHORIZATION
MATERNITY LEAVE

SALARY REFIGURE AUTHORIZATION
FOR EMPLOYEES
ON
MATERNITY LEAVE ONLY

I,

authorize the BIRDVILLE INDEPENDENT SCHOOL DISTRICT payroll department to refigure my
salary starting _____ and ending _____

Date of birth:

Date returning to work:

Natural or Caesarean birth:

You cannot request your salary refigure prior to when your baby is born (unless you will be taking off prior to your date of birth due to medical reasons). **You are responsible for notifying the payroll department if any of the above information changes.**

***NOTE: if you are taking Family Medical Leave to extend your maternity leave, you will be docked for all days past your 6 or 8-week leave even if you have sick days.